

APPENDIX 3 TO ANNEX B: Checklist for Deploying Personnel**B-3-1. GENERAL**

This appendix provides a checklist for administrative and personal supplies for members of the ESF-1 organization identified for deployment to disaster field offices or other assignments associated with emergency response. Team members should tailor this checklist according to their responsibilities, personal needs, the specific disaster, and the season. Larger or more specialized items are covered in Annex D, Logistics.

B-3-2. ADMINISTRATIVE AND JOB RELATED NEEDS

Team members should have sufficient administrative supplies to operate unsupported for at least three days. Several items may be duplicated in larger quantity in flyaway kits described in Appendix 1 to Annex D. General needs include:

- ☐ Laptop computer, if assigned, with modem, phone card and accessories
- ☐ Computer diskettes and labels
- ☐ Printer, if assigned, with accessories
- ☐ Pager, if assigned
- ☐ Pens and pencils
- ☐ Paper, pocket notebook, note pads, post-it notes
- ☐ Paper clips, binder clips, rubber bands
- ☐ Calculator
- ☐ Calendar
- ☐ Flashlight and extra batteries
- ☐ Picture Identification, government and personal

B-3-3. PERSONAL NEEDS

Team members should be prepared to be self-sufficient for at least three days. During an emergency, FEMA and ESF-1 will try to provide food, water, and other basic needs.

Personal needs include:

- ☐ Personal hygiene – soap, waterless towelettes, tissue, toilet tissue
- ☐ Cash for personal needs for three weeks in small denominations and coins
- ☐ Government credit card for travel expenses
- ☐ Casual clothing appropriate for the season for up to three weeks
- ☐ Medicines – prescription and over-the-counter sufficient for three weeks
- ☐ Emergency phone numbers for family members and friends
- ☐ Watch and/or clock with alarm
- ☐ Arrangements for proper handling at home for mail, payment of bills, pets, plants

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